



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Administrative Assistant

FLSA: NE

SERVICE: Judicial/Various

REVISED: 6/1/05

Summary: Under general supervision, performs varied complex administrative support tasks of considerable difficulty to support departmental operations; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Guides and leads office support staff. May have some supervisory duties.
- Transmits information to others from department management.
- Coordinates activities of several departments, programs or offices.
- Schedules activities and maintains calendars. Schedules and coordinate activities of assigned staff.
- Develops and implements office procedures, operations and special projects or programs.
- Trains departmental staff as assigned.
- Analyzes departmental financial or project data and makes recommendations to the department director.
- Tracks and analyzes financial data for departmental purchases and budget.
- Assists with preparation of annual department budget.
- Prepares required reports, documents, correspondence and forms.
- Troubleshoots office equipment problems and obtains repairs.
- Researches and gathers data and information for reports.
- May assist with payroll and personnel matters.
- Assists with grants preparation and required reporting.
- Represents department at various meetings and functions.

Knowledge and Skills:

- Knowledge of principles and practices of office administration, management and supervision.
- Knowledge of staff research work, business English and report writing
- Knowledge of grant writing.
- Knowledge of records management, statistical surveying techniques and their application, principles and practices of general accounting, computer hardware and software and office equipment.
- Skill in assigning and leading the work of others.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

Associates Degree in Office Administration, Business, or related field; AND five years office work experience including two years in a lead office role; some financial work experience preferred; OR equivalent combination of education, training and experience.